Specialised
Orthotic
Services

‘P’ POD
SEATING SYSTEM

USER’S MANUAL

ALL USER’S OF THE EQUIPMENT SHOULD BE AWARE
OF THIS DOCUMENT AND ITS CONTENT

CE CLASS 1 & CUSTOM MADE DEVICE

ISSUE 7a

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SAFETY NOTES FOR USE

- Make sure the seat is securely fastened to the pod before use.
- Make sure the pelvic strap and harnesses (if fitted) are secured around the client when in use.
- ***NEVER*** leave the 'P' Pod close to any naked flame (i.e. open gas fire).
- ***NEVER*** remove the polystyrene balls from their sealed bag.
- ***NEVER*** leave anyone unattended in the 'P' Pod.
- Make sure the 'P' Pod to mobile base retaining straps are secured in place when using the 'P' Pod with the optional 'P' Pod Mobile Base.

MAINTENANCE

- Once a week remove the Pod & Bolster from the Bean Bag and give the bag a good shake to agitate the balls contained inside to maintain their volume and shape.
- Periodically check for wear & tear on the covers etc and that the bag containing the balls is not split or damaged allowing them to spill out (see safety notes above).
- Pay particular attention to the Seat Pod to make sure this is still in good condition.

‘P’ POD

(Class 1 & Custom Made Device)

Introduction

- This Users Guide for the ‘P’ Pod is designed to give guidance on its use and maintenance.
- The ‘P’ Pod gives overall postural support so the clients weight is evenly distributed over a large area. This improves comfort and relaxation.
- It is recommended that the amount of time a client sits in the ‘P’ Pod is controlled, this should not exceed more than 3 hours at a time.
- Removing the client from the ‘P’ Pod is advised after such a period to offer a change of posture. By doing this you will improve a clients tolerance to sitting in the ‘P’ Pod on a daily basis.
- **Under no circumstances leave anyone unattended when in the ‘P’ Pod.**

There are 2 types of P Pod, Standard and Custom moulded.

Standard Sized ‘P’ Pods (Symmetrical)

- Standard ‘P’ Pod seats are available in different sizes and can be used for various clients whose dimensions fall within this size range.
- It is always recommended that assessments for standard ‘P’ Pods are done with a qualified therapist in attendance if possible.

Customised

- The Custom Moulded ‘P’ Pod is custom made to suit an individual client’s postural requirements.
- This will require an assessment by one of our qualified seating specialists.
- It is always recommended that assessments for Custom Moulded ‘P’ Pods are done with a qualified therapist in attendance if possible.
- Each Moulded Postural Seat is manufactured for a particular individual and ***must not be used to seat anyone else***.

1. ASSEMBLING THE ‘P’ POD

Fig.1a

- The SOS ‘P’ Pod comes in three basic parts, the Pod (seat support), Bolster Support and Bean Bag (Fig.1a).
- Firstly attach the Bolster Support to the Bean Bag, mating up the Velcro on both parts or straight to bag depending upon material (Fig.1b).
- Place the Pod in place aligning the front strap with the Velcro (if fitted) on the Bean Bag (Fig.1c). Secure all fixing straps in place on the Pod (Fig.1c & 1d).
- Having assembled the ‘P’ Pod, set it in a reclined position prior to placing the client (Fig.2c).
- ***Note:*** Velcro is only fitted to Pod when some materials are used that do not require it.

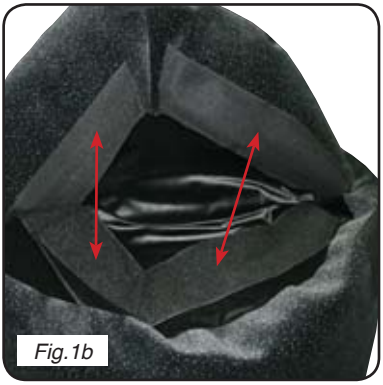


Fig.1b

Fig.1c

Fig.1d

2. POSITIONING THE CLIENT IN THE ‘P’ POD

- It is recommended that clients over 20kg are hoisted into the ‘P’ Pod equipment. **Manually lifting the client is not recommended**.
- It is important that all carers are aware of the Health & Safety guidelines for ***‘Lifting and Handling’.***
- ***ALL*** ‘P’ Pods are fitted with a Velcro Fastening Pelvic Band. Before placing the client in the Seat Pod make sure that the Pelvic Band is positioned outside of the seat as this will be difficult to retrieve if the client sits on top of it (Fig.1c).
- Once the client is in the Seat Pod then secure them in place with the Pelvic Band. (Fig.2a) The Pelvic Band should be fastened firmly around the client.
- ***IMPORTANT: Client’s should always have the Pelvic Band fastened when seated in the ‘P’ Pod.***
- When using the hoist, make sure that you follow the ***hoist manufacturer’s instructions*** regarding correct use.
- On lowering the client into the ‘P’ Pod make sure that the client’s hips / pelvis are located as far back as possible into the seat base and that the ‘P’ Pod is set in a reclined position (Fig.2b).
- It may be decided at the assessment to fit additional client strap’s to the ‘P’ Pod to assist with postural control if this is the case then such additional straps, harnesses need to be in place when the client is seated in the ‘P’ Pod (e.g. Groin Strap Fig.2c).
- Adjustments to the position of the seat support on the bean bag can be done by simply holding the seat support and moving it into a different position.
- **Please note, care and attention needs to be taken when placing a client into the ‘P’ Pod as it is very important that the client is correctly positioned to give maximum comfort and support.**

Fig.2a

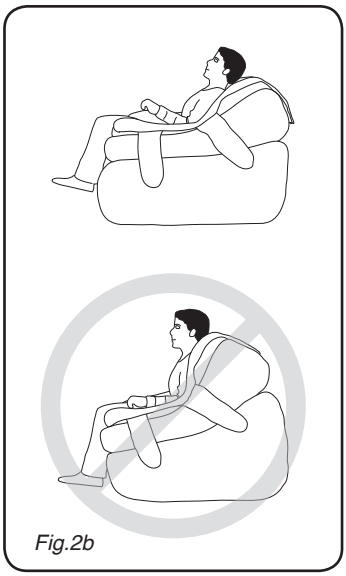


Fig.2b

Fig.2c

3.1 CLEANING THE ‘P’ POD SEAT

- During use the ‘P’ Pod seat will require cleaning.
- The Seat Pod cover can be easily removed by stretching off the pod and passing the pelvic band through the slots. With the Seat Pod cover removed the inside surface of the Seat Pod can be easily cleaned using mild detergents. **The Seat Pod is manufactured from closed cell foam and is inherently waterproof.**
- If the Seat Pod remains slightly damp after cleaning simply leave for a short period at room temperature to dry.
- **DO NOT PUT THE SEAT NEXT TO A HOT FIRE OR USE EXCESSIVE HEAT TO DRY AS THE SEAT POD IS THERMOPLASTIC AND COULD BE DAMAGED BY EXCESSIVE HEAT THAT COULD AFFECT THE SHAPE OF THE SEAT.**
- **DO NOT USE SCOURERS OR CAUSTIC SUBSTANCES SUCH AS BLEACH TO CLEAN ANY PART OF THE P POD.**

3.2 CLEANING THE COVERS

- For cleaning of removable covers please refer to wash label on the inside of the padded covers.
- To remove the Seat Pod Cover simply stretch off the Seat.
- Before laundering the Seat Pod Cover, fold back the velcro retaining pads (Fig.3.2a) to prevent them from damaging the cover material.
- To remove the Flip Over Headrest Cover: unzip the cover and remove the inner foam. **DO NOT try and wash the inner foam as it is sealed in a special membrane that cannot be removed under any circumstances, to clean the foam simply wipe down the plastic membrane.**
- For the Bolster, Pod and Foot Support: unzip the cover and remove the bag of polystyrene balls (Fig.3.2b).
- When placing the cover back on the Seat Pod after cleaning note that the inner label is positioned at the top of the seat to ensure correct alignment of the straps and general fit into the Seat.
- **ANY DEVIATIONS FROM THE ABOVE MAY AFFECT THE FIRE RETARDANCY OF THE COVER(S).**

Fig.3.2a

Fig.3.2b

3.3. FIRE RETARDANCY

- Fire retardant materials have been used in the construction of this seating system.
- It is important that no accelerants are introduced to the materials (e.g. Hairspray, fabric cleaners, deodorants, polish etc..), as this may adversely affect the fire retardancy of your equipment.

4. USING THE OPTIONAL FLIP OVER HEADREST

- The Flip Over Headrest is hung over the back of the 'P' Pod when not in use and placed into position to offer a change of head position if required.
- To use the headrest, raise the headrest from the rear of the 'P' Pod (Fig.4a) and allow to rest in position as shown (Fig.4b).
- If the headrest is too low / high this can be adjusted by grasping the strap buckles and pulling/pushing the webbing through the buckles (Fig.4c) to lower / raise the headrest.
- The headrest can be removed for washing the covers, etc by squeezing the side release on the buckles (Fig.4d) and pulling the two halves of the buckle apart.
- Refitting is a reversal of the above.

Fig.4a

Fig.4b

Fig.4c

Fig.4d

5. USING THE OPTIONAL ‘P’ POD MOBILE BASE

- Before placing the ‘P’ Pod onto the base make sure that the Two foot brakes are applied to the front wheels (Fig.5a).
- **It is ESSENTIAL that the client is removed from the ‘P’ Pod before placing the ‘P’ Pod onto the Mobile Base. This also applies when the ‘P’ Pod is removed from the mobile base.**
- Place the ‘P’ Pod into the Mobile Base.
- Pull the two rear straps over the back of the Mobile Base and secure them in place on the two Velcro pads (Fig.5b).
- Removal is a reversal of the above.
- To position the push handle at the rear of the Mobile Base, release the two locking knobs (Fig.5c) then rotate the push handle into position and re-tighten the two locking knobs.
- The client can now be positioned in the ‘P’ Pod (see page 4) and the brakes released if required for moving.
- **The Mobile Base is for Indoor use only and NOT TO BE USED outdoors.**
- **The Mobile Base should NEVER be used with the client seated for transportation in a moving vehicle.**
- **Make sure the brakes are applied whilst the Mobile Base is stationary.**
- **NEVER LEAVE ANY CLIENT UNATTENDED IN THE MOBILE BASE.**

Fig.5a

Fig.5b

Fig.5c

6.1 USING THE OPTIONAL FREE STANDING TRAY

- With the client seated in the ‘P’ Pod, locate the fee standing tray in front of the ‘P’ Pod as shown (Fig.6.1a).
- If the tray needs adjusting this can be raised/ lowered or angled.
- To raise/lower the tray, release the two locking knobs (Fig.6.1b) then set the tray to the desired height and re-tighten the two locking knobs.
- To adjust the tray top angle, release the two cap bolts (Fig.6.1c) with an Allen key (not provided) then set the tray to the desired angle and re-tighten the two cap bolts.

Fig.6.1a

Fig.6.1b

Fig.6c

6.2 USING A TRAY WHEN USING THE MOBILE BASE

- When using the ‘P’ Pod on a mobile base unit the unit will have standard locations for the use of a tray.
- The tray is located into the Mobile base via two sockets at the side and locked in place with the locking knobs ‘A’ (Fig.6.2a).
- The height of the foot tray can be altered by releasing the locking collar “B’ with an Allen key (not provided) and the locking knobs ‘C’ (Fig.6.2a) and raising/lowering into place. Lock knobs and locking collars when finished.

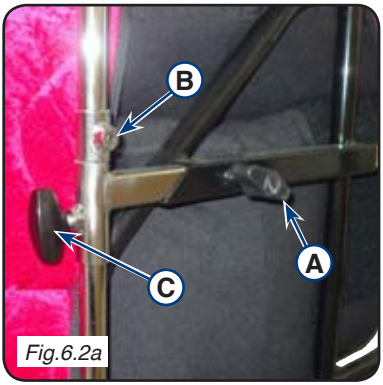


Fig.6.2a

7.1 USING THE OPTIONAL FOOT SUPPORT

- Remove the Pod & Bolster from the Bean Bag. Lay the two straps on top of the Bean Bag (Fig.7.1a) and attach the velcro to the rear of the Bean Bag (Fig.7.1b).
- Refit the Pod & Bolster (see page 3) to the Bean Bag and clip the two straps on the Foot Support to the two straps on the Bean Bag via the buckles (Fig.7.1c).
- Correctly fitted Foot Support as shown (Fig.7.1d).
- Adjustment of the height of the Foot Support is done by grasping the buckle and pulling the top of the straps through the buckles (to raise) or the bottom of the straps (to lower) (Fig.7.1e).
- Removal of the Foot support is via the two clips (Fig.7.1c).

Fig.7.1a

Fig.7.1b

Fig.7.1c

Fig.7.1d

Fig.7.1e

7.2 USING A FOOT SUPPORT WHEN USING A MOBILE BASE

- When using the P Pod in a mobile Base Unit, the unit will have a fixed location for a foot support.
- The foot support is located into the Mobile base via two sockets at the front and locked in place with the locking knobs ‘A’ (Fig.7.2a).
- The height of the foot support can be altered by releasing locking knobs ‘B’ (Fig.7.2a) and raising/ lowering into place. Lock knobs when finished.
- The depth of the foot support can be altered by releasing locking knobs ‘C’ (Fig.7.2a) and sliding forward/backwards into place. Lock knobs when finished.

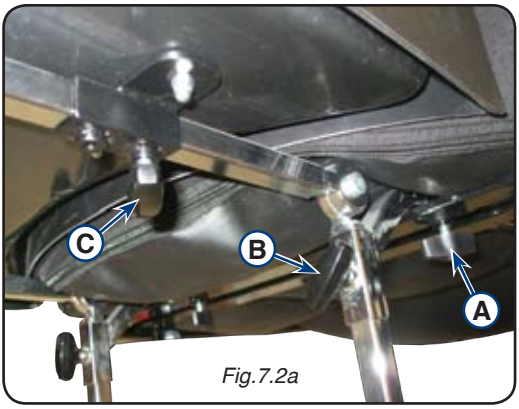


Fig.7.2a

8. USING THE OPTIONAL BEAN LAP TRAY

- With the client in the ‘P’ Pod, place the tray on their lap (Fig.8a) making sure the bean bag is underneath the tray top.
- Lift up the two rear seat straps from the ‘P’ Pod and attach the lap tray straps onto these two Velcro pads (Fig.8b), fit the seat straps in place on top of the tray straps.
- Correctly fitted tray (Fig.8c), removal is a reversal of the above, but make sure the seat straps are refitted to the ‘P’ Pod.
- The bean bag can be removed from the tray, and the cover removed for cleaning.

Fig.8a

Fig.8b

Fig.8c

9. USING THE OPTIONAL ACTIVITY FRAME

- Remove the frame from the bag (if supplied), place the base frame on the floor with the feet facing down and the two ‘T’ bars in the upright position (Fig.9a).
- Slide the top frame into the two ‘T’ bars and tighten in place with the two wing knobs (Fig.9b).
- Position the Activity Frame astride the P Pod and move until the preferred position as in Fig.9c.
- The height of the frame can be adjusted via the two wing knobs (Fig.9b) and the depth by sliding the ‘T’ bars along the base legs.
- The stops on the top frame loop can be repositioned by unscrewing the hook (Fig.9d) and moving along the frame until desired position is achieved, then re-tightening the hook. The stops are used for locating stimulating objects that can be hung from the top loop.

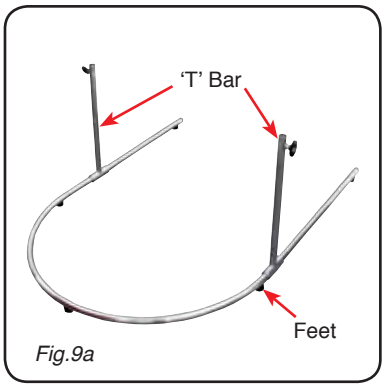


Fig.9a

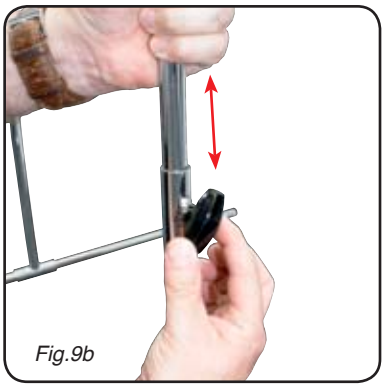


Fig.9b

Fig.9c

Fig.9d

IF YOU DETECT A FAULT OR BREAKAGE

1. **IF YOU DETECT A FAULT OR BREAKAGE OF THE EQUIPMENT THEN REPORT THIS IMMEDIATELY.**
2. **UNDER NO CIRCUMSTANCES ARE ANY MODIFICATIONS / ALTERATIONS TO BE DONE BY ANYONE OTHER THAN SPECIALISED ORTHOTIC SERVICES LTD (see contact details enclosed).**
3. **TO CONTACT SPECIALISED ORTHOTIC SERVICES LTD PLEASE REFER TO THE INFORMATION INCLUDED IN THIS USER MANUAL.**

REPAIRS & SERVICE

Within the warranty period.

All Seating Systems manufactured by Specialised Orthotic Services Ltd. carry a guarantee on the main parts for 12 months, excluding covers and straps which are guaranteed for 3 months, when used normally. If during this period the product becomes defective and needs repair then please contact SOS (please see the end of this users guide for details).

You can also contact your local wheelchair service regarding any faults requiring attention.

Outside the warranty period.

For any goods requiring repair or attention after the guaranteed period, then assessment can be made as to the cost of the work required to effect the repair.

On acceptance of this quotation the work will proceed.

Misuse or neglect.

The repairs necessary resulting from misuse or neglect, whether within the warranty period or not will be charged for.

MEDICAL DEVICES DIRECTIVE 93 / 42 EEC

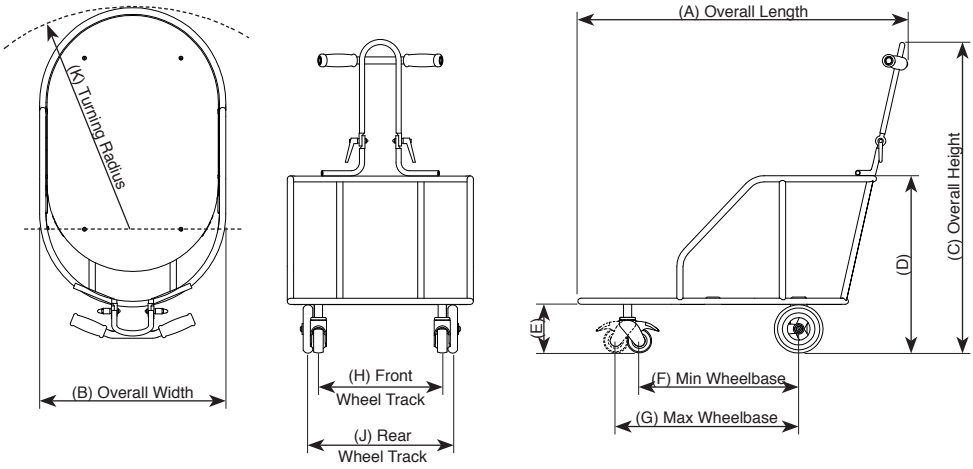
Specialised Orthotic Services Ltd. in compliance with the Medical Devices Directive have an obligation to investigate and take corrective action on defective devices. To assist us with this procedure we would appreciate your assistance in meeting this obligation by informing us as soon as possible and make the device available for inspection as soon as possible having become aware of a defect.

We are required to notify the Competent Authority of certain types of incidents within 10 to 30 days.

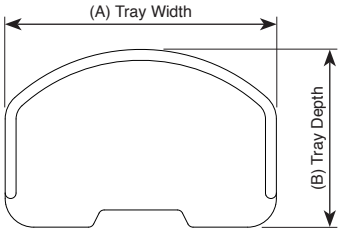
As part of our quality system we have established procedures to deal with such incidences and would appreciate your swift notification to us via our telephone, fax or e-mail details at the end of this users manual.

SPECIFICATIONS

SYMMETRICAL 'P' POD DIMENSIONS in mm											
'P' Pod size	Micro	1	2	2½	3	3½	4	4½	5	5½	6
Hip Width	180	220	250	260	260	270	310	310	360	370	420
Trunk Width	160	190	220	240	250	240	270	270	320	330	340
PSD	120	210	230	260	290	290	330	350	350	420	430
Axilla Height	140	220	260	260	290	290	320	330	380	360	420
Shoulder Height	230	340	370	400	420	440	440	470	510	540	550
Head Height	360	430	500	560	560	620	620	660	660	700	730

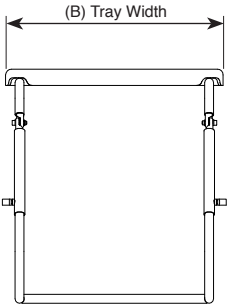


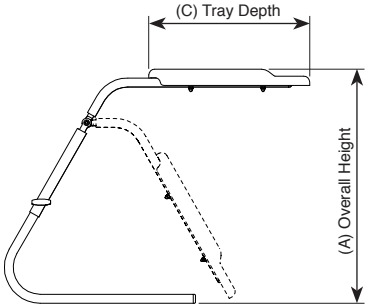
'P' POD MOBILE BASE DIMENSIONS in mm										
SIZE	A	B	C	D	E	F	G	H	J	K
Small	1030	580	1060	550	150	490	560	385	450	675
Medium	1120	680	1070	650	150	590	660	425	480	780
Large	1225	680	1070	650	150	590	660	425	480	860
Ex Large	1325	680	1070	650	150	690	760	425	480	960



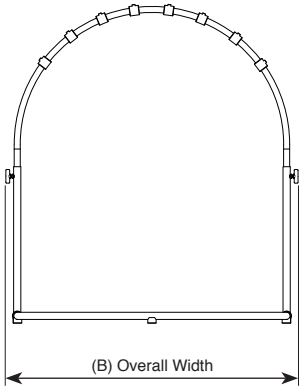
'P' POD LAP TRAY SIZES DIMENSIONS in mm		
SIZE	A	B
Micro	473	310
Small	523	390
Medium	618	443

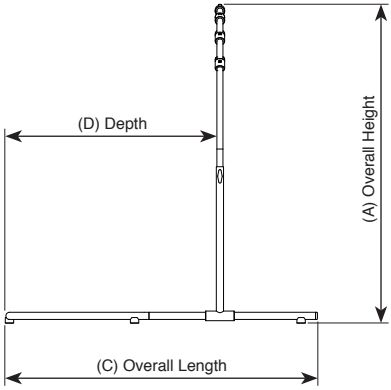
SPECIFICATIONS (Cont.)





'P' POD TRAY SIZES DIMENSIONS in mm			
SIZE	**A**	**B**	**C**
Small	460 - 575	525	545
Medium	310 - 810	635	595
Large	760 - 1000	740	695





'P' POD ACTIVITY FRAME SIZES DIMENSIONS in mm				
SIZE	**A**	**B**	**C**	**D**
Small	790 - 1120	770	980	400 - 880
Medium	1170 - 1500	770	980	400 - 880

I/D LABEL

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